

Dickson County Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: <h2 style="text-align: center;">Sick Leave</h2>	Descriptor Code: 5.302	Issued Date: 08/23/12
		Rescinds: 5.3020	Issued: 12/19/2002

1 The time allowed for sick leave for professional personnel shall be one (1) day for each month employed
2 during the school year and shall accumulate for an unlimited number of days. (TCA 49-5-710)

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4 Sick leave shall be defined as: illness of an employee from natural causes or accident, quarantine, or illness
5 or death of a member of the immediate family of an employee, including the employee's spouse, parents,
6 grandparents, children, grandchildren, brothers, sisters, mother-in-law, father-in-law, daughter- in-law,
7 son-in-law, brother-in-law, and sister-in-law. (TRR/MS 0520-1-2-.04(2))

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9 A signed statement listing the cause of absence shall be provided by the employee on forms furnished by
10 the Director of Schools/designee and shall promptly be given to the immediate supervisor in support of all
11 claims for sick leave pay. A falsified statement shall be grounds for disciplinary action.

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13 A certificate from the physician may be required in support of any claim for sick leave pay. (TCA 49-5-710)

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15 The principal shall notify the Director of Schools/designee if an employee is sick beyond the limit of his/
16 her sick leave accumulation.

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18 Permanent, cumulative sick leave records for each active professional employee shall be kept in the Direc-
19 tor of Schools'/designee's office.

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21 A teacher, upon employment, may transfer his/her accumulated sick leave from another Tennessee school
22 system, provided that the Director of Schools of the system in which the accumulated leave was held pro-
23 vides verification. (TCA 49-5-710)

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25 Sick leave for maternity purposes may be taken during the period of physical disability only. (TCA 49-
26 5-710). A teacher may use up to thirty (30) days of accumulated sick leave for the adoption of a child.
27 Written verification from the agency/entity may be required. (TCA 49-5-710)

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36 Cross References:
37 Family and Medical Leave 5.305
38 Physical Assault Leave 5.307
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